The following steps will allow you to submit a new SF-182 Request.

Step	Action
1.	Login to **AgLearn** as a User by selecting the **Login** link shown under **Student** at the left of the splash page.
2.	Select the **Learning** tab on the top menu.
3.	Select **SF-182 Requests** below the top menu.
4.	Select **New Request** at the bottom of the page.
5.	Complete the SF-182 form. Fields marked with a red asterisks are required.
6.	Select **Submit** at the bottom or top right of the form.
7.	On the Approval Submission page, select **Show All** to see your supervisor and/or reviewers. Select **Submit** to continue. **Note**: See the Selecting Your Supervisor Job Aid for directions on selecting your supervisor and reviewers.
8.	Click on the **Search** button and then select your supervisor from the list.
9.	The success or error message is displayed. In the event of an error, follow the on-screen instructions.

The following steps will allow you to review an SF-182 Request.

Step	Action
1.	Login to **AgLearn** as a User by selecting the **Login** link shown under **Student** at the left of the splash page.
2.	Select the **Learning** tab on the top menu.
3.	Select **SF-182 Requests** below the top menu.
4.	Review the **Status** column for information. To see the details of the SF-182, select the **Request ID.**

The following steps will allow you to verify an SF-182 Request.

Step	Action
1.	Login to **AgLearn** as a User by selecting the **Login** link shown under **Student** at the left of the splash page.
2.	Select the **Learning** tab on the top menu.
3.	Select **SF-182 Requests** below the top menu.
4.	In the **Action** column, select **Verify**.
5.	Complete the Verification form and select **Submit**.
6.	On the Approval Submission page, select **Show All** to see your supervisor and/or reviewers. Select **Submit** to continue. **Note**: See the Selecting Your Supervisor Job Aid for directions on selecting your supervisor and reviewers.
7.	The success or error message is displayed. In the event of an error, follow the on-screen instructions.